



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, December 1, 2006
POSITION TITLE:	Deputy Director, Office of Substance Abuse Programs, Division of Education, Vocations and Offender Programs	FINAL FILING DATE:	Friday, December 22, 2006
CEA LEVEL:	CEA III	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,311.00 - \$ 9,164.00 / Month	BULLETIN ID:	12012006_1

POSITION DESCRIPTION

Under administrative direction of the Director of the Division of Education, Vocations and Offender Programs (DEVOP), the Deputy Director oversees the statewide development, coordination, implementation, and management of substance abuse treatment and recovery programs for inmates and parolees.

Duties include, but are not limited to:

- Develop, implement, and manage the California Department of Corrections and Rehabilitation's system-wide Substance Abuse Plan for intervention and treatment that includes both prison-based and community programs.
- Recommend, develop, and implement policies/programs relative to the provision of substance abuse programming to inmates and parolees to ensure that every drug abuser participates in a program to confront the drug abuse that contributes to their criminality.
- Coordinate activities with federal funding agencies, other State agencies including the Department of Alcohol and Drug Programs, and public and private non-profit agencies to ensure interagency cooperation to provide substance abuse services to the offender population; oversee the development of proposals for contracted community programs and federal funding grant proposals; obtain/negotiate grant funding, support, and participation for new and continuing substance abuse programs in the institutions; and coordinate the functions of the project evaluators (contract) and the consulting treatment contractors.
- Work with institutional/parole regional management to design and implement new substance abuse programs for inmates/parolees; evaluate the effectiveness and impact of substance abuse programs; and recommend and implement modifications to these programs.

- Testify before legislative committees; and consult with individual Legislators regarding statutory changes relative to the Department's substance abuse programs.
- Provide overall direction in the management of the Office of Substance Abuse Programs' annual budget.

THE DEPUTY DIRECTOR, OFFICE OF SUBSTANCE ABUSE PROGRAMS, DEVOP, CEA LEVEL 3 IS A PEACE OFFICER POSITION; THEREFORE, APPLICANTS ARE SUBJECT TO MEETING ALL REQUIREMENTS FOR A PEACE OFFICER.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections.
- Knowledge of the delivery of substance abuse treatment and other rehabilitative services.
- Administrative experience in a managerial capacity with responsibility for the budget of a large organization; in the development, implementation, and evaluation of programs and policies; and in staff development and team building.
- Experience in effectively managing a large and geographically diverse workforce.
- Knowledge of policy development, fiscal management, and budgetary processes associated with the administration of large programs.
- Knowledge of the Department's mission, vision, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Program Administrator, Correctional School (Managerial or Supervisor), or Parole Administrator II, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Office of Substance Abuse Programs, Division of Education, Vocations and Offender Programs**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and be no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

The application, Statement of Qualifications and resume must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments
P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 327-8033 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to 1515 S Street, Room 108-N, Sacramento, California

NOTE: PERSONS WHO HAVE PREVIOUSLY APPLIED FOR THE POSITION OF DEPUTY DIRECTOR, OFFICE OF SUBSTANCE ABUSE PROGRAMS, DIVISION OF EDUCATION, VOCATIONS, AND OFFENDER PROGRAMS WITH A FINAL FILLING DATE OF OCTOBER 27, 2006 NEED NOT RE-APPLY.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>